

OLC RECORD COPY

OLC: 78-1068

13 March 1978

MEMORANDUM FOR: [REDACTED]

STAT

FROM: [REDACTED]

SUBJECT: Congressional Biographic Cards

1. The need for and desirability of maintaining biographic cards on the Members of the House and Senate with whom this Agency has dealings, through the oversight and various related committees, is of invaluable assistance.

2. The problem is to maintain such a card file in a manner which not only insures the mere existence of the cards, but, moreover, insures the currency and accuracy of the information contained thereon.

3. A secretary can easily monitor the information contained on the cards, making the necessary additions and deletions as required by changing events and changing Membership on the various committees. However, in light of the fact that one major purpose of the cards is to provide (primarily the Director and the Deputy Director) an up-to-date insight and a professional evaluation of how we can best serve a Member and where his interests lie, the cards must be more than a repository of biographic information. The cards, to be of real value, should include comments on the Members by the OLC staffers who deal regularly with them and who are, therefore, in the best position to provide a commentary on the Members' interests and other items to assist senior management in their personal relationship with Members.

4. To this end, it is my recommendation that, while the final responsibility for the preparation and editing of the cards should remain in the hands of C&R, all Staffs of OLC should be tasked with providing, to the focal point in C&R, the types of information required. It is also recommended that the following items be regularly reviewed by an officer

for passage of the relevant information to the focal point person: Congressional Quarterly, OLC Journal, local newspapers and cable traffic from our stations overseas dealing with congressional visitors.

5. With the implementation of a systematized card file, we will be able to maintain an up-to-date and viable card system which, when called upon, will serve the needs of the Agency. I recommend a memorandum be prepared from [redacted] to all OLC staffers describing the details of the system to be utilized and each individual's responsibility. STAT



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Attachment

Memo from Mr. [redacted] to OLC Staffers

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Distribution:

Original - Addressee

1 - OLC Subject

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